



Sunderland High School

The best in everyone

Admissions

This is a key policy of Sunderland High School. It applies to all members of the school community including those in our EYFS setting. The policy is available to all parents, prospective parents, school governors, members of the UCST Board and ISI Inspectors. This policy is available in printed form upon request or it can be accessed and downloaded via the school's website, www.sunderlandhigh.co.uk. By contacting either Mrs E. Martin (school registrar, 0191 5677674) or Miss C. McArdle (Junior School Secretary, 0191 5143278) additional copies of the policy can be made available. In addition, larger print copies can also be produced upon request.

Sunderland High School seeks to implement this document through adherence to the procedures set out in the rest of this document.

This document is reviewed annually by AJS / CWB or as events or legislation change requires. The next scheduled review date is September 2012.

Sunderland High School is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunities Policy document.

Policy Statement

Sunderland High School ("the School") is an independent day school for girls and boys aged between 2 and 18 and is a member of the United Church Schools Trust, a non-profit organisation with charitable status.

The School's Admissions Policy exists in order to identify applicants whose academic and other abilities appear to match the ethos and standards of the School and whose personal qualities suggest they have the potential to contribute to the school community and benefit from the many opportunities that are offered here.

The aims and purpose of the Admissions Policy are to ensure:

- that the admissions process is transparent;
- that it is carried out consistently and in a way which is fair to all applicants;
- that it reflects the ethos and values held by the Trust and by the School.

Our policy on academic selection and Admissions

Sunderland High School has a broad ability intake. It is our policy that academic ability is a selection tool in the School's Admissions Process to the extent that the School wishes to identify pupils whose level of ability falls within the School's broad ability range.

Our policy on disabled prospective pupils and Admissions

The School seeks to ensure that disabled prospective pupils are not treated less favourably and will take reasonable steps to avoid putting disabled pupils at a substantial disadvantage in matters of admission.

Our policy on Equal Opportunities and Admissions

In line with UCST standards, Sunderland High School is totally committed to avoiding all sorts of discrimination as set out in the UK Equality Act (2010). This applies to pupils (including those in our EYFS setting), parents and staff members and includes discrimination on the grounds of: age, religion or belief, physical ability or disability (including HIV status); learning ability or difficulty; race (including colour, nationality, ethnicity, family or linguistic background); marital status and civil partnership; sex; sexual orientation; trade union membership; part-time and fixed-term working; gender reassignment; pregnancy and maternity. The School welcomes applications for admission from all sections. All children, including those who are disabled or have special educational needs are valued and supported by the School and may apply for admission. Reasonable adjustments will be made for them, both in the curriculum and in extracurricular activities whenever possible.

Admissions Register

The School's Admissions Register is subject to the Education (Pupil Registration) (England) Regulations 2006. The Admissions Register meets compliance by including:

The full name of every pupil

The gender of every pupil

Name and address of all parents / guardians, and an indication of the parent/guardian with whom the pupil normally resides

At least one telephone number at which a parent can be contacted in an emergency

The pupil's date of birth

The date of admission / readmission

The name and address of the pupil's previous school

Mrs Elaine Martin, the School's Registrar, is responsible for maintaining the Admissions Register, which is kept in electronic format in the Langham Tower school office. It is backed up on a daily basis by virtue of the automatic daily back-up of the School's ICT system. As this is an electronic copy, it can be printed out on demand.

The admissions register is backed up formally every month: data is transferred to a secure pen drive that is held by the Head of Sunderland High School. Provision is also made for the register to be printed out every month. By maintaining this procedure, we are able to create an archive of records that also reflect any inclusions or deletions to the register, month on month.

The electronic register shows original and amended entries. There is a 'notes' section that is used to record specific changes. A record is also made in this area to indicate who it was who made the specific changes. The admissions register is kept for a minimum period of three years. Inclusions or deletions from the register are made in accordance with the Education (Pupil Registration)(England) Regulations 2006.

The Head of the School is responsible for admissions and the overall operation of this policy.

Admissions Procedures

The Junior School

Entry Points

The usual entry points in the Junior School are at Nursery (from age 2) and Reception (age 4). Pupils may be accepted at other points if places are available. Occasional places sometimes become available throughout the year.

Admissions to the Junior School

Open days/weeks are held three times each academic year. Prospective parents are encouraged to attend at least one of these with their son(s)/daughter(s) prior to applying for admission in order to assess the suitability of the School for their son(s)/daughter(s).

Parents may arrange for their child to spend a taster day in the School prior to making an application for admission.

Parents who are interested in applying for a place in the School for their daughter(s)/ son(s) should complete an Application for a Place. Please contact the School Office for further details.

Pupils whose parents have completed an Application for a Place for their son(s)/daughters(s) will be invited for an assessment day.

If the pupil has any specific learning difficulties parents must notify the School in writing prior to the assessment day and provide a copy of all reports prepared by an Educational Psychologist where available. The School will determine whether special conditions will apply to the pupil in the assessments, based on the information provided.

If the pupil has any medical condition or disability parents must notify the School in writing prior to the assessment day so that the School can make reasonable adjustments for the pupil on the day.

The School will ask for a written reference to be given by the pupil's current school. Information given in this reference may be taken into account by the School in assessing whether the pupil is to be admitted.

From Reception onwards, assessment papers in English and Maths are set by the School and are based on the appropriate National Curriculum requirements. The School does not publish sample copies of the papers.

Parents will normally be notified in writing within one week of the observation/assessment day whether a place at the School is available and is being offered or not. The School will not be obliged to state its reasons for not offering a place.

If no response to an offer has been received within five weeks the School will assume that the offer has been declined and the place may be offered to another family if necessary.

When an offer of a place is taken up, an entry is made in the School's Admissions Register in line with the Education (Pupil Registration) (England) Regulations 2006) as described above..

Selection

The preconditions for admission are that:

The Applicant and his/her parents are sympathetic to the Christian ethos of the School.

The Applicant is of the appropriate age and sufficient maturity.

The Applicant enjoys satisfactory general health and will be able to attend lessons and participate fully in the life of the School.

The School is able to provide adequately for any learning difficulties and other special needs (if any) the Applicant may have.

The present school reports satisfactory attitudes and conduct on the part of parents and Applicant (if applicable).

Fees (if applicable) at the present school have been paid.

Parents agree to the standard terms and conditions for entry.

The academic criteria for selection in the Junior School are:

A competent grasp of basic skills at a level appropriate to the age of the candidate and comparable with the ability of children in this School.

Demonstration of this ability during the observation/assessment day.

A positive recommendation from the Head of the Applicant's present school.

Factors which will not be taken into account in the assessment of a pupil for admission are: the Applicant's race, nationality or ethnic or national origin, area of residence or socio-economic group.

An Admissions Record will be completed for each Applicant. The Admissions Record is confidential to the School and is not normally released.

The School will not be obliged to state its reasons for not offering a place. If parents disagree with an admissions decision they may use the School's complaints procedure.

If demand for places exceeds supply, the following may be taken into account: entrance assessment results, whether the applicant has siblings in the school; connections with the school.

Admissions Procedure - The Senior School

Entry Points

The usual entry points are at 11+ and 16+, although pupils may be accepted at other points if places are available. Occasional places sometimes become available throughout the year.

The Senior School usually accepts 40-44 pupils at 11+ into Year 7. This number comprises pupils who are transferring from Sunderland High Junior School and pupils joining from other primary schools.

Admissions to the Senior School

Open days/weeks are held three times each academic year. Prospective parents are encouraged to attend at least one of these with their son(s)/daughter(s) prior to applying for admission in order to assess the suitability of the School for their son(s)/daughter(s).

Parents may arrange for their child to spend a taster day in the School prior to making an application for admission.

Parents who are interested in applying for a place in the School for their daughter(s)/son(s) should complete an Application for a Place. Please contact the School Office for further details.

Pupils whose parents have completed an Application for a Place for their son(s)/daughters(s) will be invited to the Entrance Examination / assessment day.

If the pupil has any specific learning difficulties parents must notify the School in writing prior to the Entrance Examination/assessment day and provide a copy of all reports prepared by an Educational Psychologist where available. The School will determine whether special conditions will apply to the pupil in the Entrance Examination, based on the information provided.

If the pupil has any medical condition or disability parents must notify the School in writing prior to the Entrance Examination day so that the School can make reasonable adjustments for the pupil on the day.

The School will ask for a written reference to be given by the pupil's current school. Information given in this reference may be taken into account by the School in assessing whether the pupil is to be admitted.

For Year 7 entry, Entrance Examination papers in English, Maths and Non-verbal Reasoning are set by the School. The School publishes sample questions for the English and Maths papers. For Year 8 – Year 11 entry, Entrance Examination papers in English and Maths are set by the School. The English and Maths papers are based on the appropriate National Curriculum requirements. The School does not publish sample copies of the papers.

Results of the Entrance Examination are confidential to the school and are not normally released.

Parents will normally be notified in writing within five weeks of the Entrance Examination (for Year 7 – otherwise normally within one week) whether a place at the School is available and is being offered or not.

The School will not be obliged to state its reasons for not offering a place. If parents disagree with an admissions decision they may use the School's complaints procedure.

If no response to an offer has been received within five weeks the School will assume that the offer has been declined and the place may be offered to another family if necessary.

If demand for places exceeds supply, the following may be taken into account: entrance examination results, whether the applicant has siblings in the school; connections with the school.

When an offer of a place is taken up, an entry is made in the School's Admissions Register (see above).

Selection

The preconditions for admission are that:

The Applicant and his/her parents are sympathetic to the Christian ethos of the School.

The Applicant is of the appropriate age and sufficient maturity.

The Applicant enjoys satisfactory general health and will be able to attend lessons and participate fully in the life of the School.

The School is able to provide adequately for any learning difficulties and other special needs (if any) the Applicant may have.

The present school reports satisfactory attitudes and conduct on the part of parents and Applicant (if applicable).

Fees (if applicable) at the present school have been paid.

Parents agree to the standard terms and conditions for entry.

The academic criteria for selection in the Senior School are:

A competent grasp of basic skills at a level appropriate to the age of the candidate and comparable with the ability of children in this School.

Demonstration of this ability during the Entrance Examination day.

A positive recommendation from the Head of the Applicant's present school.

A satisfactory interview at Sunderland High School.

Sixth Form entry - students must usually achieve at least five GCSE passes at A*-C grade and meet any specific requirements of the subjects to be studied at A level as stated in the current Sixth Form Handbook. There are no additional entrance tests for entry into the Sixth Form.

Factors which will not be taken into account in the assessment of a pupil for admission are: the Applicant's race, nationality or ethnic or national origin, area of residence or socio-economic group.

An Admissions Record will be completed for each Applicant. The Admissions Record is confidential to the School and is not normally released.

For both Junior School and Senior School, the selection criteria and interview procedure are reviewed from time to time by the Local Governing Body of the School. Those involved in selection and interviewing have received training as appropriate.

Legal Status: Advisory and non-contractual

Policy Date: September 2010

Review: Biennial

Next Review Date: September 2012

